

# Capel Manor College

## Lecturer in Environmental Conservation

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Lecturer in Environmental Conservation
<b>Scale</b>	Lecturing
<b>Grade</b>	Scale 19-35
<b>Responsible to</b>	Team Leader
<b>Location</b>	Enfield
<b>Contract</b>	Part-time, Permanent

### Key Responsibilities:

The key responsibility of the Lecturer in Environmental Conservation is to contribute to the teaching programme of the College, potentially across its centres through London as appropriate in liaison with college personnel. They will act as a personal tutor/course manager as required and liaise with Academic staff and College managers with regard to the College's Self-Assessment process. The post holder must maintain and contribute to a quality of service and plan, manage and ensure deployment of the resource requirements of the services that are the responsibility of the role.

### Responsibilities:

1. Delivering and co-ordinating the assessment of a range of subjects to appropriate examination body standards, including both centre and work-based learning
2. Arranges, monitors and supervises learners on student work programmes, educational visits and field trips
3. Designs and prepares learning materials
4. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and student progress monitoring
5. Contributing to management of delegated budgets in accordance with College policies and procedures
6. Supporting curriculum planning, development and support within the School
7. Researching and the production of course materials
8. Liaising with care workers, other technicians and internal staff with regard to the provision of practical student activities
9. Liaising with external bodies, visiting speakers and representatives of legal welfare organisations
10. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times
11. Providing specialist input into the development of new courses, modules, services or activities within the college
12. Provides advice and guidance to prospective students together with interviewing and APL work
13. Participates in student enrolment and induction

### Tutoring/Course Development and Coordination

As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:

- a. Participation in inducting students
- b. Providing educational and welfare guidance
- c. Assisting students in preparing individual action plans
- d. Following up student absence and tracking their course work
- e. Acting as the focal point in the maintenance of student disciplinary procedure
- f. Undertaking exit interviews with students
- g. Preparing administrative returns and reports as may be needed in relation to students, including destination records
- h. Writing student references
- i. Completing UCAS and other forms with students
- j. Participates in activities to publicise courses
- k. Assists in planning and developing courses and course materials
- l. Participates as member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning

## **Subject Specialist Duties and Responsibilities**

1. To be able to work and maintain a range of machinery used within the land-based industry, to include agricultural machinery
2. To be able to maintain environmental habitats, including coastal, woodland, freshwater, heathland and urban
3. To have a good understanding for a range of agriculture production systems, to include livestock production (beef, dairy, sheep, pig and poultry) and crop production (arable, root crop and vegetables)
4. Provide common and Latin names for flora and fauna within the UK
5. To be able to measure water and soil quality
6. To liaise with industry links and sponsors

## **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Minimum Level 3 qualification or equivalent in a related subject area
- Teaching qualification (support will be given to gain accreditation within a specified period)
- Evidence of continuous professional development
- Possess a degree in an appropriate subject area
- Specialist knowledge in one or more of the following areas:
  - Plant or soil science
  - Machinery
  - Environmental conservation
  - Conservation grazing experience
  - Certificates in any NPTC related short courses
- Assessor awards (training will be provided to achieve these within a specified period)
- NPTC related short courses, PA1, PA6A, use of tractors
- NPTC Units 201, 202, 203
- Manually fed wood-chipper, brush-cutters and trimmers PA-1, PA-6

### **Experience**

- Relevant industrial experience in the area concerned
- Experience of working with learners with different learning needs
- Experience of managing a pressurised and demanding role
- Minimum of 1 year industrial experience
- Sound experience of teaching and assessing in a college or training environment

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels
- Ability to promote, teach and recruit for courses in the subject area
- Sound administrative skills
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team

- To be able to instruct and assess practical skills
- Familiarity with information learning technology application and active interest in the use to improve access to learning

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required